

**Request for Duplicate/Replacement Diploma/Certificate
(cost is \$10 per diploma/certificate)**

Please print your name exactly as you want it to appear on your diploma.

Student Name _____ Student I.D./S.S. No. _____

Former Name: _____

Phone _____ Alternate Phone _____

E-mail Address _____

Street Address for Diploma Mailing _____

City/State/Zip _____

Last Date Attended (MM/DD/Year) _____ **Graduation Date** (MM/DD/Year) _____

Request the following Diploma or Certificate:

- Bachelor Degree _____
Specify Degree and Specialization _____
- Associate in Arts _____
Specify Degree and Specialization _____
- Associate in Science _____
Specify Degree and Specialization _____
- Certificate _____
Specify Degree and Specialization _____

One Copy per Request:

Note: A photo ID is required to pick up diplomas/certificates. Diploma/Certificate will only be released to the student whose name appears on the diploma. To authorize someone to pick up Diploma/Certificate on your behalf, please indicate the person's name below.

I authorize _____ to pick up my Diploma/Certificate
Name of person authorized to pick up Diploma/Certificate

Send Diploma/Certificate to (Name of Recipient) _____

Mailing Street Address _____

City/State/Zip _____

Please Note:

- Diploma/Certificate requests take approximately four weeks to process. **If you graduated from Broward College between the 1960 and 1999, your diploma or certificate may take up to five additional days to research.**
- If you have holds or balances on your account, we will be unable to process your request until those obligations are met.
- Broward College is not responsible for mail lost by the U.S. Post Office. If your diploma or certificate does not arrive at its destination, you must submit another request. This will take the usual processing times, no exceptions.

Student Signature _____ Date _____

By signing, you acknowledge you have read and understand the above information.

Broward College Social Security Number Collection Statement

Broward College recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, the college must collect social security numbers under certain circumstances in order for the college to be able to properly perform its duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's social security number, the college provides the following statement regarding the college's collection of social security numbers:

The college collects your social security number only for the following purposes: identification and verification; background checks; billing and payments; payroll administration; garnishments; data collection, reconciliation and tracking; benefits administration; tax reporting; state and federal educational and employment reporting; administration of federally funded financial aid programs; administration of student services programs; vendor applications; independent contractors. This social security collection statement has been prepared by Broward College in compliance with Section 119.071(5), Florida Statutes (2007). (January 2008)

Submit completed form to the Registrar's Office, with the applicable \$10 duplicate diploma fee to:
Broward College Registrar's Office, 225 East Las Olas Boulevard, Fort Lauderdale, Florida 33012

Email signed scanned request to: registrar@broward.edu
Access the Broward College Alumni website at www.broward.edu/alumni